

REFERRAL AND SELECTION LIST FOR MLC/MC/IHA VACANCIES			
1. POSITION TO BE FILLED (Job Title, Job No., Grade and Organization)			
Administrative Specialist, #10, BWT 1-5, JESO, CPMD, G1, USARJ			
2. ANNOUNCEMENT NO.	3. AREA OF CONSIDERATION	4. ANNOUNCEMENT PERIOD	
MLC(Z)03A-001	Current MLC/IHA Employees	1 Jul 03 - 16 Jul 03	
5. TO THE SELECTING OFFICIAL:			
Please review all applications attached on this list and conduct interviews as necessary. <b><u>Please refrain from making any offers or commitments to applicants.</u></b> The undersigned recruitment & placement representative will make offers and required arrangement for bringing the selected candidate on board. Please complete Block 9 through 13 below and return everything to the undersigned.			
NAME		PHONE NUMBER	REMARKS (Current Position Information, etc.)
EBINA Taro		263-5555	Clerk, 1-3
SAGAMIHARA Hanako		263-6666	Secretary, 1-4
YOKOHAMA Ichiro		263-7777	Telephone Operator, 1-3
ZAMA Sachiko		263-8888	Administrative Specialist, 1-4
*THE LIST MAY BE CONTINUED ON BLOCK 5a ON REVERSE SIDE.			
6. PREPARED BY: (Typed Name, Title and Signature of R&P Representative)		7. PHONE NUMBER	8. DATE
Employment/Staffing Technician		263-9999	16 Jul 03
9. TO THE R&P REPRESENTATIVE:			
a. <input type="checkbox"/> I have selected _____			
b. <input checked="" type="checkbox"/> I have selected <u>EBINA Taro</u> as a trainee with promotion potential. Starting grade: <u>BWT 1-4</u>			
c. <input type="checkbox"/> I was not able to make selection. Please take further recruitment process and furnish more candidates.			
10. REASONS FOR SELECTION/NON-SELECTION. (Please use separate sheets of paper if necessary.)			
Based on the interview/testing, his work experience, eager to learn new things, good command of English. Promotion potential to BWT 1-5 after 6 months of training period.			
11. TYPED NAME AND SIGNATURE OF SELECTING OFFICIAL		12. PHONE NUMBER	13. DATE
R. J. Black, Chief, JESO, CPMD, G1, USARJ		263-0000	25 Jul 03
FOR R&P USE ONLY			
COMMITMENT	ENTRANCE ON DUTY DATE	REMARKS	